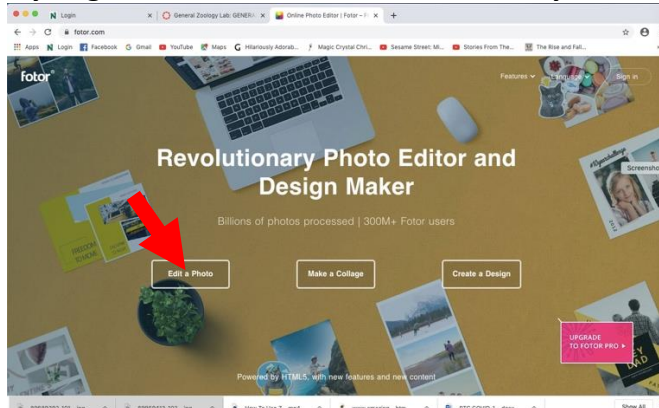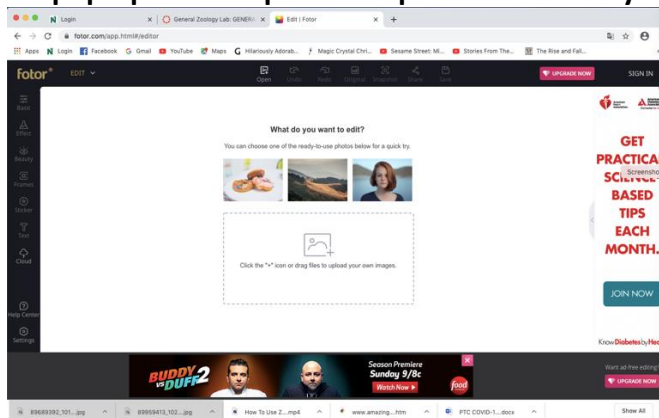**Guide on how to use Fotor to add text and lines to a picture.**

1. Go to the site Fotor.com. If, at any time, you are prompted to enter an email or join, just close the pop-up box by clicking the X in the corner of the pop-up.
2. When you get to the site, click the box that says "EDIT A PHOTO" (red arrow, below).

3. Use the pop-up box to upload the picture to which you want to add labels.

4. The image should appear with two menu bars on the left full of editing options. In this example, a photo of a tree was uploaded.
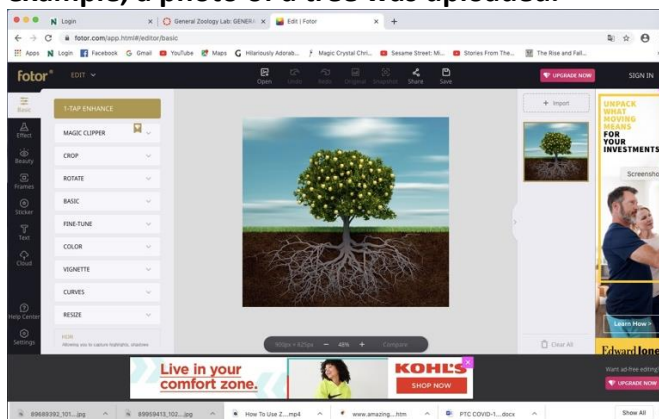
5. **To add text for a label, click on the "T" in the black menu box (red arrow, below). The choices in the menu box next to the picture will change – click on the tab that says "ADD SUBHEADINGS" (yellow arrow, below). You will see a text box appear in the picture (purple arrow, below). By highlighting the text in this box, you should be able to enter your own text and (by grabbing and dragging the side of the text box) move the text wherever you want it in the final picture.**
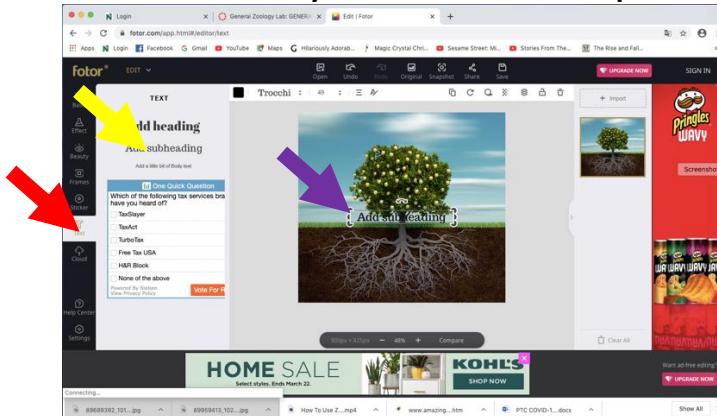

6. **You can also change highlighted text in a text box with the font type, size, color, and format in the menu bar above the picture. In the example here, the word "ROOTS" was entered into the text box, moved to a position that would allow for clear labeling, and then colored light blue to make it stand out against the background.**
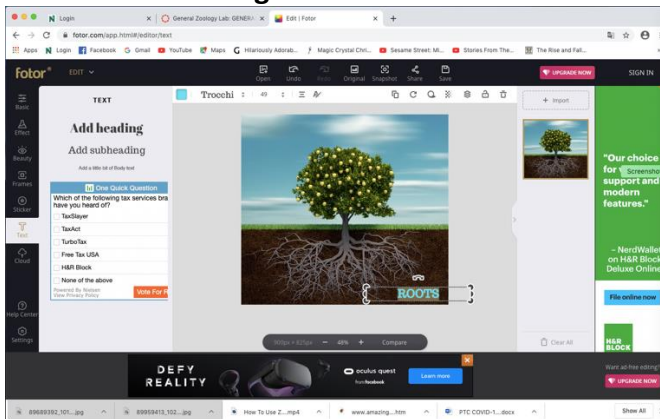

7. **Repeat steps 5-6 for each label you want to add to the picture. Choose appropriate font style and color to make each label clear.**
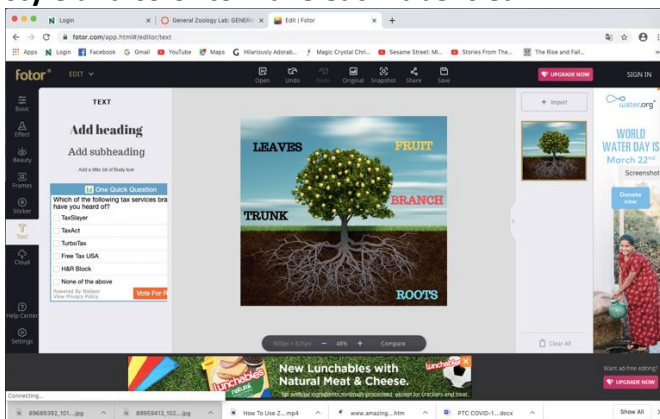
8. To add lines to connect your text label to the appropriate part of your picture, click on the "STICKER" tab in the black menu (red arrow, below). Then scroll down and click on the "BASIC LINE" option (yellow arrow, below) in the menu bar beside the picture. Click on the line you want (the one shown by the purple arrow below is suggested – other types of lines are harder to manipulate), and a line will appear on the picture bounded at each end with white circles (green arrow, below).
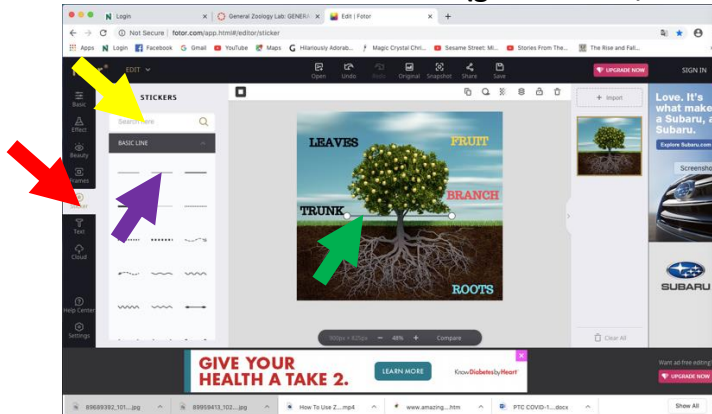

9. Click and drag each end of the line to your label and the associated feature identified by the text. Then, change the color of the line so that it contrasts with underlying, background colors using the tab identified by the red arrow, below.
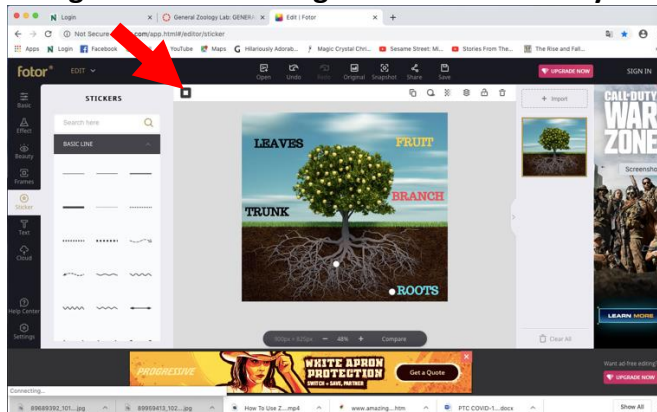
10. Repeat steps 8-9 for each label on your picture. Each time you work on a line, be sure to choose a good contrasting color so that your labels are clear and unambiguous. In this example, labels on the right are clear, those on the left are not.
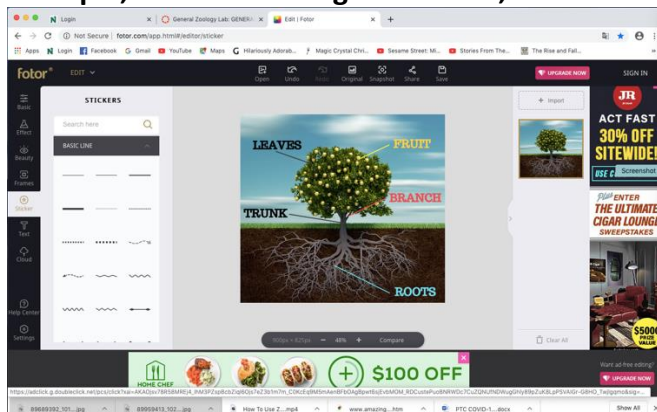
11. Once you have added all your text labels and lines and you are satisfied with your work, save the picture using the tab indicated by the red arrow, below.
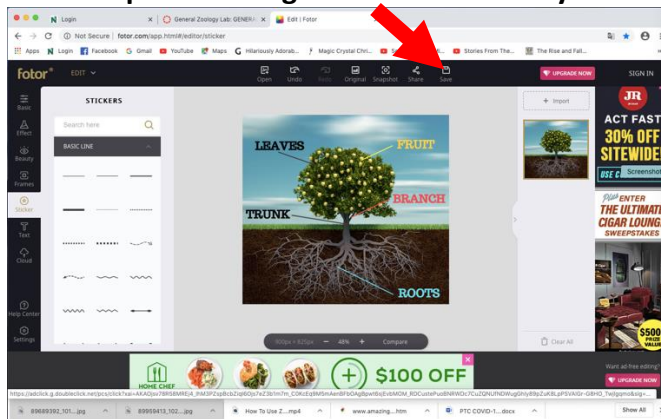
12. When prompted, please rename the image with your name and title of the figure (e.g., "Charles.Darwin.Tree.jpg", and DOWNLOAD as a .jpg file. The file should appear in your downloaded files folder. Double check that your file saves and then submit on-line as directed.